

MONTANA SHARED CATALOG  
Executive Committee Meeting  
Friday, March 31, 2006  
Helena, Montana

**MEMBERS PRESENT:** Alice Meister, Lee Phillips, Sue Sillick, Marilyn Trosper.

**MEMBERS ABSENT:** Beth Chestnut, Ann Rutherford.

**OTHERS PRESENT:** Honore Bray, Sarah McHugh, Claire Morton, Bruce Newell, Mike Price, Jennie Stapp.

The meeting was called to order at 9:17 a.m. by Lee Phillips, Committee Chair.

**BUDGET:** Claire Morton provided and distributed the current FY2006 Budget for the Montana Shared Catalog. Detailed explanations were given by both Claire and Sarah McHugh regarding individual line items for revenue and expenditures to date. The line item for Catalog Maintenance was overspent by \$7,537.01 due to the lag time of Westaff, the independent agency who handles the payroll, and overtime by one of the catalogers near the end of this year's available appropriation. It was felt that, in the future, Westaff should keep MSC better apprised of the balance status throughout the annual cleanup. The deficit is reflected as a deduction from the unencumbered cash forward. Discussion also centered on the section for Training and the fact that further breakdown and explanations are needed. The expenditure for Director's Station totaling \$53,934.00 was not included on the spreadsheet. When it is deducted, the cash forward shows as \$67,607.00. Alice Meister moved and Sue Sillick seconded to accept the FY2006 Budget as presented; further reflection is needed regarding the Training breakdown. **Motion carried by acclamation.**

**ONGOING COST FORMULA:** In preparation for today's meeting, an oversight came to light for FY2006 costs. A detailed spreadsheet was projected on the wall to point out the oversight. The area on the spreadsheet for bundled costs and their associated expense was inadvertently left out of the total for FY2006. Although numerous individuals looked at and analyzed the spreadsheet information, including SIRSI representatives, the error was not caught prior to setting the FY2006 member costs and the subsequent billing. Figures were shown of what the real cost to individual libraries would have been if that part of the FY2006 Sirsi bundled cost (approximately \$50,000.00) was included in the total. It was noted that, on this particular spreadsheet, the new libraries and Highwood School are not factored in. Sarah McHugh feels very badly that the error happened and stated that she accepts responsibility. It was pointed out that when the State Library takes over the fiscal management of the Shared Catalog, the accounting will be conducted by the Montana State Library Business Office in a Proprietary Account. Discussion centered on how to proceed from this point to correct the situation. Sarah's suggestion to the Committee was to not collect \$50,000.00 in cash forward for FY2007, thereby wiping out the difference in correct Sirsi bundled costs to the membership. Lee Phillips emphasized the importance to not create anxiety among the membership. The consensus is that going back to the membership with an adjustment reflecting an increase is not an option and that the error should be absorbed within the cash forward balance. This is a good example of when to use monies in the contingency fund. Concern was also expressed for the pending FY2007 budget and member costs. In addition, the suggestion was made to change the meeting at which the annual budget is presented. This would require a bylaw change. During the summer of 2006, the ongoing cost formula will be reviewed and the dollar amount to be used for the cash

forward carryover identified. Alice Meister moved and Marilyn Trosper seconded to eliminate the collection of \$50,000.00 for the contingency fund line item in the FY2007 budget. **Motion carried by acclamation.** Sarah is directed to adjust the FY2007 bills accordingly. Claire Morton was asked to present the FY2006 budget update and explain the accounting “blip” at the Spring Membership Meeting in May.

Before the Committee moved on to the next agenda item, Marilyn Trosper stated that she has been part of the Shared Catalog from the beginning and has seen it grow from merely an idea to what it is today. We have all learned, and are still in the process of learning, as we go along. We’re all in the consortium together and Sarah should not consider what happened as her fault. A mistake was found, reported, steps are being taken to correct it, and the group will move forward. In the beginning, the consortium had the foresight to plan for the unexpected, and this is a good example of when and how to use the contingency fund.

**EPS/ROOMS BUILDER VOTE:** Discussion centered on the recent electronic vote regarding EPS/Room Builder to determine if the vote was valid or if it needed to go before the membership again. Alice Meister stated that, in her mind, the recent vote was clearly decided. As the catalog continues to grow, electronic voting will become more common. Everyone agreed it is the Executive Committee’s responsibility to settle the issue and that clarification in the bylaws is needed. Sue Sillick stated that the vote could be interpreted either way in terms of whether or not someone was considered “present” but simply chose not to vote thereby having an impact on the majority needed. She went back to past e-mail messages to look for the intent concerning voting in the bylaws. *Robert’s Rule of Order* also does not give a clear decision on the issue. It was felt that the membership needs to be better educated on the implications of electronic voting. The use of survey monkey, blogs, and how vote items are presented on MSC Discuss was mentioned. The consensus at today’s meeting is that not voting is equal to not being present at a meeting. Responding with an abstention is equal to being present at a meeting. Alice Meister moved and Marilyn Trosper seconded to accept the recent online vote as affirmative. **Motion carried by acclamation with affirmative proxy votes noted for absent members Ann Rutherford and Beth Chestnut.**

Marilyn Trosper read the e-mail communication she received from Beth Chestnut stating Beth’s opinion of not having a membership vote for mandatory upgrades. This type of procedure is called a “Permissive Levy” within the school environment.

The Committee asked when the implementation of EPS (Enterprise Portal System) and Rooms will occur. Sarah McHugh and Mike Price explained that EPS is now being tested but that it is still down the road. Four Rooms are delivered with the single library version of EPS and is available now; however, the consortial version of EPS is about a year out and it might be better to wait for that version. There were questions regarding whether or not the delay will reflect higher costs or if SIRSI can be paid now to lock in the cost. Sarah offered to investigate the options of now or later and talk with Rick Branham at SIRSI regarding a deposit to lock in costs. Sarah McHugh was directed to make a presentation at the Spring Membership Meeting in May focused on the essence of EPS and Rooms as well as a proposed timeline for implementation.

**BYLAW CHANGES:** Pursuant to today’s discussion and the action taken, several areas of the MSC Bylaws require revision. Sue Sillick volunteered to identify areas in the bylaws that need clarification for electronic voting, work on the wording, and prepare a revised document to be sent out to the group along with other action items prior to the Spring Full Membership meeting. Sue Sillick was asked to explain the voting clarification procedure and the needed bylaw change

at the Spring Membership Meeting in May. The proposed changes will be an action item on the agenda and include:

- Article V, 4 - When the proposed budget is presented to the membership
- Article VI, 5 - Electronic vote clarification
- Article IX, 3 - Electronic vote clarification

**UNENCUMBERED CASH FORWARD:** Discussion regarding further options for the use of any remaining cash forward was tabled until review of the ongoing cost formula occurs this summer.

**SPRING MEETING AGENDA:** A draft agenda for the Spring Full Membership Meeting on Tuesday, May 2, was created with input from the Committee. Sarah McHugh will post the Agenda to MSC Discuss after it is finalized.

**MSC SCHOOLS:** Lee Phillips stated that as more schools join MSC, it could change the shape of the catalog and how it is managed. School libraries have different concerns than libraries of other types, and she feels it is important to embrace the uniqueness of us all. She thinks it is also important to reach out to schools to make them feel welcome. Schools need to be invited to Federation meetings, encouraged to subscribe to InfoTrac, and informed about the importance of subscribing to Wired MT. Sarah McHugh agreed and responded that the recently added MSC School Listserv is a good step to enable these members to communicate. Sarah also reported that OPI is showing considerable interest in the Shared Catalog and the possibility of numerous schools joining.

**SIRSI/DYNIX BETTER COMMUNITIES AWARD:** Lee Phillips learned that Diane Anderson from Missoula Public Schools nominated the Montana Shared Catalog for the SIRSI/DYNIX Better Communities Award. It is her understanding the award is for \$10,000.00 and that the finalist will be announced on Friday, April 14, 2006.

**SIRSI/DYNIX IMPRESSIONS:** Lee Phillips reported that she had a fantastic time at the SIRSI Conference in Nashville. In fact, the Montana Shared Catalog is very well known and it has earned an outstanding reputation. She will share more at the Full Membership Meeting when conference attendees make their reports.

**OTHER BUSINESS:** Marilyn Trospen reminded the Committee that she is near the end of the second year of a two-year term. She is eligible to serve another two-year term if the membership so chooses. It was suggested that this could be shared at the small library group gathering scheduled the night preceding the pending spring meeting.

**ADJOURNMENT:** Alice Meister moved and Sue Sillick seconded to adjourn. **Motion carried by acclamation** at 1:50 p.m.

Respectfully submitted,

Marilyn Trospen  
Executive Committee, Vice-Chair